

DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY

**CONNECTICUT CAREERS TRAINEE/FISCAL ADMINISTRATIVE OFFICER**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** The Public  
**Location:** Newington, CT  
**Job Posting No:** 31528  
**Hours:** 8:00 am to 4:30 pm  
**Salary:** See below  
**Closing Date:** March 20, 2015

The Department of Transportation has Connecticut Careers Trainee positions with the target class of Fiscal/Administrative Officer available. This position requires a minimum of a Bachelor's Degree.

**Preferred Degree:** Finance or closely related field

**Knowledge, Skills and Abilities:** Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

**EXPERIENCE AND TRAINING: General Experience:** Possession of a Bachelor's or Master's degree.

**For candidates with a Bachelor's Degree:** Training Period is two (2) years to equal six (6) years of experience and training.

If a candidate has a Master's Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

Appointment to positions in this class will be for a period not to exceed a maximum of three years unless there is change in the employing agency or designated target class.

All appointments to this class shall be under terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services. All training plans must be approved by the Department of Administrative Services prior to appointment to this class.

**SCHEDULE OF STARTING SALARIES FOR CONNECTICUT CAREERS TRAINEE:**

First Year of Training

Bachelor's degree	Annual: \$44,645.00
Master's degree	Annual: \$46,268.00

Second Year of Training Annual \$51,096.00

**Note:** For current state employees compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class manual.

**PROMOTION:**

1. Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program.
2. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. In addition, the candidate pool resulting from these interviews may be used to fill future Connecticut Career Trainees/Fiscal Administrative Officer positions in the Bureau of Finance & Administration within twelve months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit, by mail, a cover letter, resume, and an Application for Employment (CT-HR-12). State employees must also include their last two service ratings by March 20, 2015 to:

Mary Freeman  
Department of Transportation  
Bureau of Finance and Administration  
P.O. Box 317546  
2800 Berlin Turnpike  
Newington, CT 06131-7546

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.